



## AIMS UPDATE for District Test Coordinators

Superintendent Tom Horne

August 2006

#12

### TESTING CALENDAR - FALL 2006

<b>August 14-25, 2006</b>	Online Ordering of Fall 2006 AIMS HS Test Materials
<b>August 14 -25, 2006</b>	CTB contacts districts included in AIMS HS Writing Field Test
<b>August 15, 2006</b>	Test Coordinator Info. Sheet Due
<b>August 16 and 22, 2006</b>	Online Ordering Training Demos
<b>September 1, 2006</b>	Last Day to Register for Mandatory Fall 2006 AIMS HS Pre-Test Workshop
<b>September 12, 2006</b>	Label Data extracted from SAIS
<b>September 26, 2006</b>	Fall 2006 AIMS HS Pre-Test Workshop – Phoenix (AM, PM)
<b>September 27, 2006</b>	Fall 2006 AIMS HS Pre-Test Workshop – Tucson (PM)
<b>September 28, 2006</b>	Fall 2006 AIMS HS Pre-Test Workshop – Flagstaff (PM)
<b>September 29, 2006</b>	Fall 2006 Test Security Agreement due
<b>October 16-18, 2006</b>	1 <sup>st</sup> delivery window for AIMS HS test materials
<b>October 23-25, 2006</b>	2 <sup>nd</sup> delivery window for AIMS HS test materials
<b>October 19-26, 2006</b>	AIMS HS - Short-Add Window
<b>October 31, 2006</b>	<i>AIMS HS – WRITING FIELD TEST Cohort 2009 only</i>
<b>October 31, 2006</b>	AIMS HS - WRITING
<b>November 1, 2006</b>	AIMS HS - READING
<b>November 2, 2006</b>	AIMS HS - MATHEMATICS
<b>November 6-10, 2006</b>	Test Material Return Window
<b>December, 2006</b>	Register for Mandatory Spring 2007 Pre-Test Workshops
<b>December 4-15, 2006</b>	Online Ordering for Spring 2007 AIMS HS, AIMS DPA, and TerraNova
<b>December 15, 2006</b>	AIMS HS Test Reports Due

### TEST COORDINATORS CHECKLIST

#### All District Test Coordinators

- ✓ Update Test Coordinator Info. Sheet (due August 15)

#### District Test Coordinators participating in Fall Testing

- ✓ Participate in optional online enrollment training (August 16 or 22)
- ✓ Order testing materials online (August 14-25)
- ✓ Register for Fall 2006 AIMS HS pretest workshop (due September 1)
- ✓ Register for optional Grow training (due September 15)

### TEST COORDINATOR INFORMATION SHEET

Again this year, every school district, every charter operator, every BIA line office, and every private school, that has opted to offer AIMS testing, is required to submit a Test Coordinator Information Sheet. The person named on this information sheet will serve as the test coordinator for all schools within the district, under the same charter, served by the line office, or operated by the same governing body. This person will be referred to as the “district test coordinator” even if serving as coordinator for a charter operator, a BIA line office, or private school. A copy of the Test Coordinator Information Sheet can be found on the last page of this AIMS Update.

### ONLINE ORDERING LETTERS

CTB/ McGraw-Hill sent a letter to all district test coordinators on August 8, 2006 regarding on-line ordering for Fall 2006 AIMS HS. The letter includes information regarding online training demos scheduled for August 16 and August 22 at 10:00 AM, MST.

If you have not yet received your online ordering letter by August 11, please contact the CTB Arizona Help Desk at (888) 630-9145 or [ArizonaHelpDesk@ctb.com](mailto:ArizonaHelpDesk@ctb.com).

### TEST COORDINATOR WEB PAGE

All Test Coordinators are encouraged to set the following website as a favorite on their school computer:  
[www.ade.az.gov/standards/aims/administering](http://www.ade.az.gov/standards/aims/administering).

This page, set up specifically for Test Coordinators, contains all the information needed for the administration of the AIMS and TerraNova tests. Please contact Samantha Whittle or Irene Hunting if you would like information added to this web page.

## FALL 2006 AIMS HS TESTING

### Online Ordering of Test Materials

August 14-25, 2006 districts/charter operators will be able to use the CTB Online Enrollment System to confirm Test Coordinator contact information and to place orders for test materials. Three separate test books, one each for Writing, Reading, and Mathematics, need to be ordered. Input the **total number of students** testing in each cohort for each content area.

The actual number of students testing is based upon the number of students who have not yet "Met the Standard" plus the number of proficient students who have signed-up to retest. **Students who intend to re-test in order to "Exceed the Standard" must sign-up to do so prior to the ordering of materials.**

### Registration for Pre-Test Workshops

Every district, charter operator, BIA line office and private school serving students in cohorts 2008, 2007, and 2006 and below (generally grades 11 and 12) must send the designated district test coordinator to one of the fall pre-test workshops. Registration for and attendance at the pre-test workshops is limited to the designated district or charter operator test coordinator and one additional representative as space permits.

Registration for these workshops is now available online at [www.ade.az.gov](http://www.ade.az.gov). Click on the calendar link in the lower right-hand corner of the homepage and choose your desired date on the calendar registration application. ADE will hold workshops in Phoenix (September 26), Tucson (September 27), and Flagstaff (September 28). **Registrations must be completed by September 1, 2006.**

In addition, before and/or after attending the AIMS HS Pre-Test Workshop, participants have the opportunity to attend a workshop sponsored by the Grow Network. See below for more information about the Grow workshops.

### Arizona Personalized Study Guide Program

Students who have not met the standard on the AIMS HS will be receiving a personalized Grow Study Guide again this fall and spring. Also, new this year, every Grade 9 student will receive a Study Guide based on their spring performance on the Grade 8 AIMS DPA.

Workshops for District Coordinators will be held in conjunction with the Fall 2006 AIMS HS Pre-Test Workshops. Several new aspects of the Guides as well as the new Teacher and Tutor Guide will be covered. Dates and locations for these workshops are listed below:

9/26 (Phoenix) 9:30 – 11:30 AM

9/26 (Phoenix) 1:00 – 3:00 PM

9/27 (Tucson) 9:30 – 11:30 AM

9/28 (Flagstaff) 9:30 – 11:30 AM

Refreshments will be served 30 minutes prior to the start of each session.

To register for this optional Grow training, please contact Kathleen St. Louis at (312)233-7637 or [kstlouis@grow.net](mailto:kstlouis@grow.net) by **September 15, 2006.**

### Non-Enrolled Students

Home schooled and private schooled students are permitted to participate in the AIMS HS test administration at **any** public high school. However, district schools are required to accommodate the request of a home school student or a private school student to participate in AIMS testing if the student lives within the school's attendance area. See the August 2005 AIMS Update for additional guidance regarding the participation of home schooled and private school students in AIMS testing in public schools.

Completers (see Year End Status Codes) may also register to take AIMS at the school in which they were enrolled for graduation. Completers are former high school students who have completed the course work required for graduation but have not graduated due to the AIMS requirement. High schools are expected to accommodate the requests of their own completers to participate in AIMS HS testing.

### AIMS HS Writing Field Testing

The AIMS HS Writing Field Test will be administered to students enrolled in a sampling of public schools. The sample will include approximately 40% of the state's public schooled students in the cohort 2009. Students enrolled in private schools, BIA schools, secure care facilities, private/voucher placement schools, and home schooled students will not participate in the field test.

The AIMS HS Writing Field Test sample includes entire schools, but not necessarily entire districts. The schools in the sample were selected by researchers at CTB/McGraw-Hill and approved by the Assessment Section of ADE. CTB/McGraw-Hill will contact the district test coordinator for the each of the selected schools during mid-August. Schools that have been selected for the AIMS HS Writing Field Test are required to participate in the field test and are required to test all students in cohort 2009 who are present on the day of testing.

### Testing Accommodations

The document, *Testing Accommodations, Guidelines for 2006-2007*, is in the final stages of revision. The final document will be posted on the test coordinator web page by the end of August. Please review the new guidelines prior to the Fall 2006 AIMS HS test administration.

### AIMS Augmentation Update

Earlier this year the AIMS augmentation statute was revised. Beginning September 21, 2006, eligible students may augment their AIMS HS scores using all 20 credits specifically required by the State Board of Education for graduation from high school. A new augmentation formula is currently under consideration and should be officially adopted by October 23, 2006.

### Requests to Test on Alternate Dates

High schools that will not be in session during the scheduled fall high school testing dates, October 31-November 2, must request to administer the test on alternative dates. ADE will provide the specific alternative testing dates. Please see the May 2006 AIMS Update for information about how to make such a request.

## **NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP) 2007 TESTING**

NAEP will conduct a variety of assessments this year in Arizona. The testing dates range from the third week of January until March and will not conflict with the AIMS schedule for the selected schools. Our NAEP State Coordinator, Carrie L. Giovannone, has been contacting principals and test coordinators to inform them of their selection and testing date for the NAEP 2007. If you have any questions regarding the NAEP assessment, feel free to call Carrie L. Giovannone at (602) 364-1583.

The NAEP 2005 math, reading, and science results can be downloaded from the National Center for Education Statistics website at <http://nces.ed.gov/nationsreportcard/>. The National Indian Education Study (NIES), which includes Arizona, was released in May, and can be downloaded at <http://nces.ed.gov/nationsreportcard/nies/>.

## **ARIZONA'S ASSESSMENT SYSTEM RECEIVES FEDERAL APPROVAL**

In a recent letter sent to Superintendent Horne from the U.S. Department of Education, Henry L. Johnson announced the federal approval for Arizona's assessment system as set out in Title I of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001. This is an important NCLB requirement.

Arizona's standards and assessment system satisfies the NCLB assessment requirements. Arizona's system includes academic content standards on reading/language arts, mathematics and science; academic achievement standards on reading/language arts and mathematics; alternate achievement standards for students with most significant cognitive disabilities on those subjects; assessments in each of grades 3 through 10 in reading/language arts and mathematics; and alternate assessments for each subject.

## **AIMS DPA WRITING FIELD TEST AND AIMS SCIENCE FIELD TEST**

Like the AIMS HS Writing Field Test, the AIMS DPA Writing Field Test will be administered in a sample of public schools. This field test will be administered during the week of February 26 – March 2 in Grades 3 – 8. The schools included in the sample will be contacted later in the fall. More details will be provided in the November AIMS Update.

The AIMS Science field test will also be administered in a sample of public schools. This field test will be administered during the window of April 13 – 20 in Grades 4 and 8 and on April 12, 2007 for students in cohort 2009. Within the next month, ADE will be surveying district test coordinators regarding the science courses offered to students in Grades 9 and 10 to aid in the selection of high school for the sample. The schools included in the sample will be contacted later in the fall. More details will be provided in the November AIMS Update.

## **INVITATION TO SERVE ON AIMS COMMITTEES**

Teachers, literacy coaches, mathematics coaches, and curriculum coordinators may go to the link below and complete an online application to be a part of AIMS development. Arizona is fortunate to offer a teacher-developed assessment to students. This is only possible because of the educators in the state who give their time and expertise in serving on the various committees. Language arts (reading and writing), mathematics, and science educators are eligible to apply.

<http://www.ade.az.gov/standards/contentstandards.asp>

Scroll to the bottom of the page and click on the *AIMS Committee Application* link.

*AIMS Update is published every August, November, February, and May for distribution to test coordinators in Arizona schools.*

## **CONTACT INFORMATION**

### **Accountability Division**

Ruth Solomon, Associate Superintendent  
Cindy Stewart, Administrative Assistant  
Telephone: (602) 364-1955

### **Assessment Section**

Telephone: (602) 542-5031  
Fax: (602) 542-5467  
<http://www.ade.az.gov/standards>

Roberta Alley, Deputy Associate Superintendent of Assessment  
Telephone: (602) 364-1164  
Email: [Roberta.Alley@azed.gov](mailto:Roberta.Alley@azed.gov)

### **To add your name to Test Coordinators Email list:**

Samantha Whittle, State Test Coordinator  
Email: [Samantha.Whittle@azed.gov](mailto:Samantha.Whittle@azed.gov)

### **AIMS Test Administration Questions:**

Samantha Whittle, State Test Coordinator  
Telephone: (602) 542-5345  
Email: [Samantha.Whittle@azed.gov](mailto:Samantha.Whittle@azed.gov)

Irene Hunting, Director of State Test Administration  
Telephone: (602) 542-5450  
Email: [Irene.Hunting@azed.gov](mailto:Irene.Hunting@azed.gov)

### **CTB/McGraw-Hill:**

Arizona Help Desk  
Telephone: (888) 630-9145  
FAX: (888) 282-0266  
Email: [ArizonaHelpDesk@ctb.com](mailto:ArizonaHelpDesk@ctb.com)

Jessica Stanley, In-State Program Management Specialist  
Telephone: (480) 588-5870  
Email: [Jessica.Stanley@ctb.com](mailto:Jessica.Stanley@ctb.com)

Michelle Paregian, Program Office Coordinator  
Telephone: (800) 538-9547 ext 6693  
Email: [Michelle.Paregian@ctb.com](mailto:Michelle.Paregian@ctb.com)

Regarding the purchase of CTB products contact:  
Kelly Powell, Evaluation Consultant  
Telephone: (602)253-6845  
Email: [Kelly.Powell@ctb.com](mailto:Kelly.Powell@ctb.com)

## Test Coordinator Information Sheet

### School Year 2006-07

State Board of Education Rule R7-2-310 allows the superintendent or head of district to designate a test coordinator to act on his/her behalf. If no test coordinator is designated, then the superintendent or head of district will serve as the test coordinator.

To aid in effective communication between the Arizona Department of Education and test coordinators for districts and charter operators, please complete the following information. Fax or mail to the Assessment Section of ADE by **Tuesday, August 15, 2006.**

Name of District or Charter Operator:

\_\_\_\_\_ District entity # \_\_\_\_\_

Name of Superintendent or Charter Representative:

\_\_\_\_\_

Name of District/Charter Operator Test Coordinator:

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Mailing address:

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\_\_\_\_\_

Shipping address for test materials (no PO Boxes):

\_\_\_\_\_

\_\_\_\_\_

Phone number(s) for Test Coordinator:

\_\_\_\_\_

E-mail address(es) for Test Coordinator:

\_\_\_\_\_

Submit to: Arizona Department of Education  
Assessment Section  
1535 W. Jefferson St, Bin 6  
Phoenix, AZ 85007

FAX: 602.542.5467

Due Date: **August 15, 2006**